



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

| FOR AGENCY USE | | FOR RECORDS MANAGEMENT USE | |
|--|--|---|-------------------------------|
| Application Date May 25, 1976 | 1. Agency Address Office of Planning and Budget Planning Division 270 Washington Street, S.W. Room 613 Atlanta, Georgia 30334 | Application Number 76-190 | |
| Application Number | | Date Received MAY 28 1976 | Date Completed JUN 16 1976 |
| 2. Person to Contact Jerline Simpson | | Working Title Secretary | Telephone Number 656-3832 |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | |
| 4. Dates of Series Earliest 1970 | | 5. Records Series Title (followed by title used in office; if different) To Date Planning Division Special Project Files | |
| 6. Division and Office Function Planning Division - What is the function of the Division and the Office in which this record series is created? The Director is responsible for the preparation of long-range recommendations for the orderly and coordinative growth of the state and for the analysis of the quality of quantity of state services. The Division also works to coordinate and harmonize the planning activities of all federal programs, state agencies, local government units and private organizations within the state. Activities which facilitate this general mission are identification of issues and problems confronting planners action as liaison between all planning units, local, state and federal; and provision of advice and assistance services to the Governor and the General Assembly concerning state needs and trends of development. | | | |
| 7. Record Series Description Documents relating to: Included are: | | This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. researching, compiling, and analyzing data on special projects assigned by the Director. The projects are related to all State agencies and the General Assembly. Sessions of the General Assembly. Project proposals, studies, and working papers; and memoranda with the Governor and other state and federal officials. | |
| File is arranged: | | Alphabetically Project Name (Project Name) | |
| 8. Monthly Reference Rate One to six months old 5; Seven to twelve months old 4; Thirteen to twenty-four months old 2; twenty-five months and older 5 | | How often are records referred to which are: | |
| 9. Annual Rate of Accumulation of Records Letter-size drawers 10; Legal-size drawers; Shelves; Other (specify) | | | |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|-----|----|--|
| X | | a. Is this the official copy of the series? If not, where is it? |
| | X | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. |
| | X | c. Is this a vital record? |
| | X | d. Does this series have historical or long term research value? |
| | X | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | X | f. Is the information contained in this series ever published? If yes, attach copy. |
| | X | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | X | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | X | i. Is this series (or a major portion of it) regularly microfilmed? |
| | X | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

| | | | | | |
|--------------------------|---|--------|-----------------------------------|---|--------|
| a. State Law | 0 | years. | d. Audit period | 0 | years. |
| b. Statute of limitation | 0 | years. | e. Administrative need | 2 | years. |
| c. Federal law | 0 | years. | f. Federal retention instructions | 0 | years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

A two year period will satisfy office reference needs.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
|--|---------|--|---------|
| <i>J. W. Braselton</i> (init) | 5/27/76 | <i>J. W. Braselton</i> (init) | 5/27/76 |
| | | State Records Committee (Signature) | Date |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | | State Auditor/Designee | 6/9/76 |
| | | Secretary of State/Designee | 6/9/76 |
| | | Attorney General/Designee | 6/15/76 |